

**Officer (Company Secretarial)  
(Ref. No. GLNCS-OCS-COW)**

**Responsibilities:**

Reporting to the Senior Manager (Company Secretarial), the appointee will mainly perform the following responsibilities:

- To assist in handling all aspects of the Group's company secretarial duties
- To assist in preparation of annual reports and related documentation
- To input the corporate information in system and maintain accurate corporate records

**Requirements:**

- Bachelor's Degree in Business Administration or related disciplines with HKCGI / CGI membership
- A minimum of 5 years' relevant work experience, preferably in listed companies
- Familiar with the relevant requirements of the Companies Ordinance, Securities and Futures Ordinance, Business Registration Ordinance and the Listing Rules
- Proficiency in PC skills including MS Office and CSA software
- Good command of English and Chinese languages, both spoken and written

Candidates with more relevant experience and/or higher qualifications may be considered for the position of Senior Officer (Company Secretarial).

**Working Location:** Admiralty

**Application:**

If you are interested in this position, please send your resume and the [Application Form \(in PDF format\)](#) to the Human Resources Division, The Hongkong Electric Co., Ltd. at [recruit@hkelectric.com](mailto:recruit@hkelectric.com). Please also visit our website to know more about our Company <http://www.hkelectric.com>.

***Important: To facilitate our easy tracking, please use a unique file name for all attachments and your email subject box in this format: GLNCS-OCS-COW-Last Name First Name Other Names (if applicable)***

Applicants not invited for interview within two months from the application date may consider their applications unsuccessful. All unsuccessful applications will be kept for six months after the application date.

We are an equal opportunity employer. Personal data provided by job applicants will be treated in strictest confidence and used only for recruitment-related purposes in accordance with the laws and ordinance of the HKSAR.

(本項職位空缺只備英文版本)